

**ENGINEERING AND RELATED SERVICES
JUNE 18, 2010**

**STATE PROJECT NO. 700-53-0135
F.A.P. NO. STP-5310(505)
STAGE 0 FEASIBILITY STUDY FOR LA 3234 EXTENSION
ROUTE LA 3234
TANGIPAHOA PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Ms. Connie Porter Betts

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant shall determine the feasibility of extending LA 3234 in Tangipahoa Parish from its existing terminus at LA 1065 to the Hammond Airport in accordance with the Stage 0 Manual of Standard Practice.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 0: Feasibility Studies

Part I: Feasibility Study

Part II: Environmental Inventory

The Consultant shall have a comprehensive professional engineering knowledge of the transportation system across all modes, as well as an in-depth knowledge of DOTD's planning, programming and environmental processes, design standards and knowledge of project management techniques. Tasks to be performed by the Consultant include, but are not limited to, the following:

1. Project Initiation Meeting

The Consultant will coordinate a project initiation meeting to obtain views from various agencies and to get agencies familiar with the procedures set forth for conducting a Stage 0 Feasibility Study as identified by the DOTD.

2. Project Research and Data

The Consultant will perform general research to include obtaining information about the origin of the project, the funding history, initial conceptual geometric layouts, transportation plan of the area and other important issues that may currently exist.

3. Site Investigation

Data to be collected during the site visit shall include, but not limited to, land use, structure type and vacancy status for structures with the vicinity of each project concept; environmental conditions; utilities types and vendors and cultural resources.

4. Traffic Study

The Consultant will prepare and coordinate a formal traffic study for the purpose of obtaining both existing and projected future traffic variables in accordance with standard operating procedures typically performed in these types of analyses.

5. Design Criteria

The Consultant will prepare a table of design criteria to be included in the report documenting the design criteria that will be used in developing all geometrics.

6. Concept Development and Evaluation

The Consultant will research, review and develop at least three project concepts considered to be reasonable and technically feasible for achieving the project goals.

7. Typical Sections

The Consultant will prepare typical road and bridge sections where appropriate for each of the proposed design concepts.

8. Environmental Documentation

The Consultant will research all potential environmental constraints or issues that influence early determinations of the project's feasibility, timing and cost to both the natural and human environment.

9. Opinion of Probable Cost

The Consultant will develop a preliminary cost estimate for each proposed project concept.

10. Draft Report

Using data developed in other tasks, the Consultant will document key findings into a Feasibility Study Report. The Consultant shall submit a total of eight copies of the report for review.

11. Final Draft Report

Upon review of the draft report by the DOTD and other agencies, the Consultant shall address all items/questions identified during the review process and submit a revised report identified as "Final Draft". The Consultant shall submit a total of eight copies of the revised report.

12. Final Report

Upon review of the final draft report by the DOTD and other agencies, the Consultant shall address all items/questions identified during the review process and submit a final revised report signed and sealed by a licensed professional engineer only after receiving a notice to proceed from the DOTD project manager to submit the final report. The Consultant shall submit a total of ten bound copies of the report. In addition, the Consultant shall submit one electronic copy (Adobe Portable Document format) and one unbound original for future reproduction by the DOTD.

ITEMS TO BE PROVIDED BY DOTD

The DOTD will provide copies of or access to maps, surveys, plans, right-of-way information and/or any other pertinent information in its files that may assist the Consultant in performing this work.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 0 Manual of Standard Practice
20. DOTD Stage 1 Manual of Standard Practice

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$350,000**.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **360 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.

2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full-time basis, a minimum of two Registered Professional Civil Engineers, one with at least five years experience in roadway design and one with at least five years experience in bridge design and a corresponding staff.
4. The Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant(s):
 - a. One Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years experience in traffic engineering.
 - b. One Environmental Professional with a minimum of three years experience in wetland delineations and archaeological investigation.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

** The Planning and Feasibility Studies (PL) performance rating will be used for this project.

Complexity Level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale

of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Connie Porter Betts – Project Manager
3. Mike Aghayan
4. Guy Leonard
5. Shakira Story
6. Trena Woolridge

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;

- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit

any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-53-0135**, and will be submitted **prior to 3:00 p.m. CST on Tuesday July 6, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1733

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.